



PROTRACTS MODIFICATION PROCESS

Work through Protracts as follows;

- 1) select Find Contract
- 2) highlight from list and select View
- 3) click Modify
- 4) click New Item and select 911, 912, 913 as appropriate
- 5) fill in blanks including year, amount, land units, and related item
- 6) add a brief statement to the Narrative to tie the TA to the practice such as, "For Item No. 1, practice 784"
- 7) click Add Component
 - a) enter unit cost
 - b) and amount of units
- 8) Save
- 9) click Submit for Approval
 - a) under reason write "Add TA"
- 10) click Approve Modification
- 11) click on Show Items,
 - a) select the fund code
 - b) add the dollars in the blank to the right of the practice
 - c) and Approve
- 12) choose Print to print out the CCC-1200. You may print only the 1200, the Appendix is not needed.